

CDBG POLICY COMMITTEE AGENDA

March 14, 2024

Location: 250 North Main Street
Richfield, UT 84701

Sevier County Administration Building
10:00 A.M. - 12:45 P.M.

Link to join the meeting electronically-
<https://utah-gov.zoom.us/j/89422826282>

- | | |
|----------|--|
| 10:00 AM | Welcome – New Members & CDBG Staff – <i>Kendall</i> |
| 10:05 AM | Review Policy Committee Terms – <i>Kendall</i> |
| 10:10 AM | Voluntary Cleanup Program for CDBG grantees – <i>Bill Rees</i> |
| 10:40 AM | Annual Training on Open & Public Meeting Act – <i>Elliot Lawrence</i> |
| 10:55 AM | Acceptance of Sep 2023 Meeting Minutes – MOTION – <i>Kendall</i> |
| 11:00 AM | 2024 Regional Allocations - MOTION – <i>Zach L</i> |
| 11:10 AM | 2024 CDBG Applications – <i>Zach L</i> |
| 11:20 AM | Regional Rating/Ranking & Awards – <i>AOG Reps</i> |
| 11:55 AM | LUNCH |
| 12:20 PM | 2024 Grantee Handbook & Workshop – MOTION – <i>CDBG Team</i> |
| 12:35 PM | Other Business – Next Meeting – <i>Kendall</i> <ul style="list-style-type: none">• Review Bylaws for Policy Committee• Where would we like to meet? |
| 12:45 PM | Adjourn/Travel to CDBG Project in Richfield |

*Equal Opportunity Employer/Program
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CDBG - Association of Governments Representatives

AOG	REP	Counties	Phone	Email	State Staff
Bear River AOG 170 North Main Logan, UT 84321	Brian Carver	Box Elder, Cache, Rich	(435) 752-7242 (435) 881-4369	brianc@brag.utah.gov	Julie
Wasatch Front RC 41 North Rio Grande St, Ste 103, SLC, UT 84101	Christy Dahlberg	Morgan, Tooele, Weber	(801) 363-4250 ext. 5005 (801) 808-8758	christy@wfrc.org	Julie
Mountainland AOG 586 East 800 North Orem, UT 84097-4146	Debby Lauret	Summit, Wasatch	(801) 229-3691 (801) 319-8655	dlauret@mountainland.org	Nicole
Uintah Basin AOG 330 East 100 South Roosevelt, UT 84066	Kevin Yack	Duchesne, Daggett, Uintah	(435) 722-5253 (435) 724-3067	keviny@ubaog.org	Nicole
Southeastern UALG 252 S Fairground rd, Price, UT 84501	Lacey Meyer	Carbon, Emery, Grand, San Juan	(435) 650- 7217	lmeyer@seualg.utah.gov	Nicole
Six County AOG 250 N Main St, Richfield, UT 84701	Shay Morrison	Juab, Millard, Sanpete, Sevier, Piute, Wayne	(435) 893-0737 (435) 503-6734	shaym@sixcounty.com	Tamara
Five County AOG 1070 West 1600 South, Bldg B P O Box 1550 St George, UT 84771	Cody Christensen	Beaver, Garfield, Iron, Kane, Washington	(435) 673-3548 ext. 165	cchristensen@fivecounty.utah.gov	Tamara

**State of Utah
Community Development Block Grant Program
Policy Committee Members**

Region	Name	Contact	Term Expires
Bear River	Larry Jacobson Mayor Nibley City	412 East 4300 South Nibley City, UT 84321 C – 435-512-4795 larry@nibleycity.com	03/26
Five County	Paul Cozzens Commissioner Iron County	68 South 100 East Parowan, UT 84761 W – (435) 590-7618 C – (435) 590-7618 pcozzens@ironcounty.net	12/24
Mountainland	Kendall Crittenden Councilmember Wasatch County	25 North Main Street Heber City, UT 84032 W – (435) 654-3322 C – (435) 671-1303 Kcrittenden@wasatch.utah.gov kdcritt@msn.com	12/26
Six County	Scott Bartholomew Commissioner Sanpete County	HC13 PO Box 300506 Fayette, Utah 84630 C – 435-813-2729 scott@gtelco.net	12/24
Southeastern	Danny Vanwagoner Mayor Castle Dale	P.O. Box 995 Castle Dale, UT 84513 C – (435) 650-1818-0101 Dancvcc57@hotmail.com	12/24
Uintah Basin	Matt Tippets Commissioner Dagget County	95 North 100 West Manila, UT 84046 801-706-6461 mtippets@daggettcounty.org	12/26
Wasatch Front	Mark Allen Mayor Washington Terrace	170 West 5600 South Washington Terrace, UT 84405 C – (801) 721-2269 Mayormark41@yahoo.com	12/26

(Updated 9/13/23)



Voluntary Cleanup Program/Brownfields

Fact Sheet – State Response Program DERR Brownfields Tools

A Brownfield is a property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant. It is estimated that there are more than 450,000 Brownfields in the United States. Cleaning up and reinvesting in these properties increases local tax bases, facilitates job growth, utilizes existing infrastructure, takes development pressures off of undeveloped, open land and both improves and protects the environment. The following are tools the Division of Environmental Response and Remediation (DERR) has available to assist Utah communities struggling with Brownfields related issues.

Voluntary Cleanup Program

The purpose of the program is to encourage the investigation and cleanup of sites where there is a suspected or confirmed contaminant release, threatening public health and the environment and creating a stigma potentially blocking redevelopment. Successful completion of a project results in the applicant receiving a “Certificate of Completion,” which provides a release of liability and may help clear the way for the property to be returned to productive reuse.

Enforceable Written Assurance

The Executive Director may issue an Enforceable Written Assurance (EWA) to bona fide prospective purchaser. The Department of Environmental Quality will not bring an enforcement action under the Hazardous Substances Mitigation Act against the holder of an EWA, provided the holder continues to satisfy the ongoing obligations associated with the written assurance. The requirements for an EWA are outlined in R311-600 UAC.

Technical Assistance

The DERR can assist local governments and other qualified parties with application for Federal Brownfields grants. These grants can fund activities such as planning, site assessment and cleanup. The DERR provides support letters and technical assistance for the grants.

State Assessment Grant (Section 104k)

The DERR was selected for a Community-wide Assessment Grant for States and Tribes during EPA’s national competition in Federal Fiscal Year 2022. The DERR will implement a state-wide assessment project to help lessen the economic, social, environmental and health impacts of Brownfields within the state. Site-specific tasks include:

- Performing environmental site assessments, such as Phase I and II assessments;
- Conducting cleanup/reuse planning;
- Positioning sites for the Voluntary Cleanup Program, as necessary; and
- Determining whether further assessment or cleanup is required before redevelopment proceeds.

Infrastructure Investment and Job Act

The Infrastructure Investment and Jobs Act (“IIJA”) provided additional funding to carry out the Section 128(a) grant program. The DERR received funding to cleanup sites in underserved or disadvantaged communities. Cleanups only be used on sites that meet the definition of a Brownfield.

Questions

For further information about these Brownfields tools, please contact the VCP/Brownfields coordinator at (801) 536-4100. Assessment and cleanup funding is limited and on a first come first served basis for eligible sites.



Brownfields/VCP - New Opportunities for Communities

A Presentation to:

CDBG Policy Committee

March 14, 2024

by

Bill Rees, VCP/Brownfields Section Manager

Division of Environmental Response and Remediation

Brownfields

- ❖ **Defined “as real property, the expansion, redevelopment or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant.”**
- ❖ **Estimated there are more than 450,000 Brownfields in the U.S.**
- ❖ **The properties are located in urban and rural communities, along rail ways, transportation corridors, industrial parks and Main Street.**
- ❖ **Brownfields include: former service stations, former drycleaners, factories, warehouses, parking lots, abandoned railroads and old landfills.**
- ❖ **Brownfields can become voluntary cleanup sites since lenders are often concerned about lending on contaminated property.**

Former Repair Facilities



Undeveloped Land



Former Gas Stations



Historic Drycleaners



Abandoned Garages



Old Buildings



Salvage Operations



Mine-Scarred Lands



Why Develop Brownfields

❖ Potential economic returns, increased tax base

❖ Job creation

❖ Community revitalization

❖ Protect public health

❖ Create open space, parks

❖ Remove blight

❖ Recycle land, re-use infrastructure

❖ Protect environment



Old Town Transit Center – Park City

Tools and Resources **to Manage Brownfields**

- ❖ **Voluntary Cleanup Program (VCP)**
- ❖ **Enforceable Written Assurance (EWA)**
- ❖ **EPA Brownfields Grants**
- ❖ **State Assessment (104K - Targeted Brownfields Assessment)**
- ❖ **DERR Technical Assistance**
- ❖ **Authority is under the Voluntary Release Cleanup Act, Hazardous Substances Mitigation Act and the Small Business Liability Relief and Brownfields Revitalization Act**

VCP—Information and Benefits

- ✿ Voluntary Release Cleanup Program Act passed during the 1997 Legislative session creating the VCP.**
- ✿ Collaborative approach with stakeholders to facilitate cleanup.**
- ✿ Successful voluntary cleanup results in issuance of a Certificate of Completion (COC). The COC provides a release of liability to applicants who are not responsible for the contamination.**
- ✿ Cleanups are tied to land use and development components may be part of the remedy (parking lots, roads, etc.).**
- ✿ EPA support of the program.**

Pre-Application Meetings

- ❖ **VCP is often contemplated after a Phase I/II has been conducted and contamination is identified above a screening level. Due diligence is critical.**
- ❖ **Customer needs documentation that the contamination has been addressed in a manner acceptable to the regulatory agency and contacts the DERR to discuss options.**
- ❖ **Pre-application meetings provide an opportunity to meet with DERR personnel to discuss the program and, to some extent, the site in question.**
- ❖ **No agency charges for the meeting. Good opportunity to explore “best fit” for the site, discuss possible schedule and applicant needs.**

VCP Process

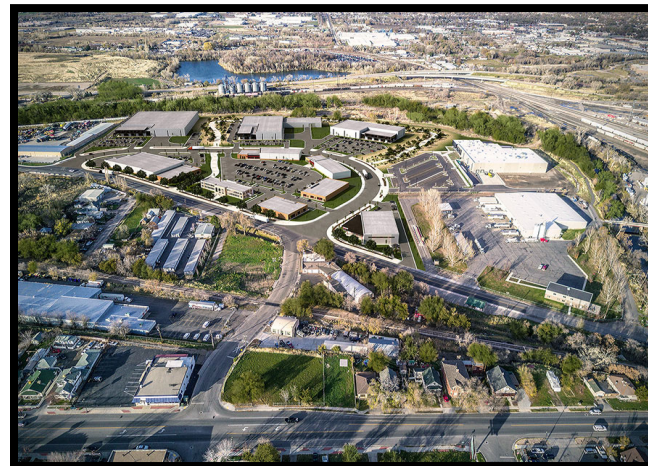
- ❖ **A formal application must be submitted to the DERR along with a \$2,500 application fee.**
- ❖ **A VCP Agreement between DEQ and the applicant must be signed before any workplans or reports, other than the Environmental Assessment (EA) submitted with the application, are reviewed.**
- ❖ **VCP builds on the information provided in the EA. Nature and extent of contamination should be defined prior to developing a remedy for the site.**
- ❖ **The risk associated with the site should be evaluated to ensure the proposed remedy is protective of public health.**
- ❖ **A Remedial Action Plan (RAP) is required to document the proposed cleanup approach. A 30-day public comment period is necessary prior to implementation of the RAP.**

VCP Process Cont'd

- ✿ Cleanups are conducted per the RAP. Future development can be part of the accepted remedy.**
- ✿ Site Management Plan is necessary if contamination is left on-site above an established standard or goal after the cleanup.**
- ✿ Environmental Covenant is necessary if contamination is left on-site above an established standard or goal.**
- ✿ Upon successful completion of the terms of the agreement, a Certificate of Completion is issued to the applicant.**
- ✿ The COC is recorded on the property title and often helps address concerns identified by lenders or other parties.**

VCP in Action

- *“The Utah DEQ played an important role in the Ogden Business Exchange, which is a significant redevelopment project in Ogden City. The project transformed the historic Ogden Union Stockyards, long vacant and blighted, into a state-of-the-art business park. Joining the DEQ’s Voluntary Clean-up Program allowed the City to access technical assistance, planning, and regulatory clarity that helped us to complete the project correctly and in a timely manner. The DERR team was very knowledgeable, flexible, and always willing to help – they were essential to the City’s efforts to return this brownfields site to a productive use.”*
— Ogden City



Current Program Statistics

- 🌿 Certificates of Completion Issued - 58**
- 🌿 Acres ready for re-use – 1,310**
- 🌿 Active VCP sites – more than 50 in assessment, cleanup and site management phases**
- 🌿 Sites sizes – ¼ acre to 780 acres**
- 🌿 Future land uses – residential, commercial, recreational**
- 🌿 Leveraging - more than 2,000 jobs and greater than 150M in public/private investment**

Centro Civico Brownfields



Soil was removed under the VCP with assistance of an EPA cleanup grant facilitating redevelopment to apartments.



Bonneville Center VCP



The VCP facilitated redevelopment of this commercial business park which was part of the North Temple Landfill.



Alta Gateway VCP



A private developer purchased the property and conducted a voluntary cleanup. The property has been redeveloped with apartments.



Granton Square VCP



The VCP helped facilitate the cleanup of this property into a mixed use development.



Important Points

- ❖ **Brownfields/VCP sites are located in both rural and urban communities, often along key transportation corridors and “Main Street.”**
- ❖ **Redeveloping Brownfields/VCP sites protects public health and promotes economic development. Conduct due diligence (e.g., Phase I ESA) prior to acquiring land.**
- ❖ **Tools and resources are available through EPA and the DEQ to address Brownfields and return blighted property to productive use.**
- ❖ **Contact the Division of Environmental Response and Remediation to discuss various programs/options.**
- ❖ **Plan ahead as assessment, cleanup and redevelopment takes time.**

For More Information

🌿 **TBAs, VCPs, EWAs, General Brownfields:**

Bill Rees, DERR (801) 536-4100

Joseph Katz, DERR (801) 536-4100

🌿 **DERR Brownfields Web Page:**

<https://deq.utah.gov/environmental-response-and-remediation/cercla-comprehensive-environmental-response-compensation-and-liability-act/brownfields-program/brownfields-program>



Open & Public Meetings Act

COMMUNITY DEVELOPMENT BLOCK GRANT POLICY COMMITTEE

MARCH 14, 2024

Utah Open & Public Meetings Act

Utah Code, Title 52, Chapter 4

Public Policy

**“To aid in the conduct of
the people’s business”**

All Meetings Open to the Public

Deliberate Openly

Take Actions Openly

Utah Open & Public Meetings Act

Utah Code, Title 52, Chapter 4

Public Policy

“To aid in the conduct of the people’s business”

**Members to Receive Training on
Open & Public Meetings Act
Annually**

Utah Open & Public Meetings Act

Definitions

PUBLIC BODY – Any administrative body:

- Created by statute or rule
- Two or more members
- Expends public revenue, or supported by public revenue
- Makes decisions regarding public business

PARTICIPATE – Ability to communicate with all members

QUORUM – Majority of the members



Utah Open & Public Meetings Act

Definitions



MEETING – Convening a public body to discuss, receive comments, or act on a matter.

- Within the body's jurisdiction
- Quorum must be present
- NOT chance meetings or social gatherings
- May be conducted electronically (remotely)

CONVENING – Calling together by an authorized person

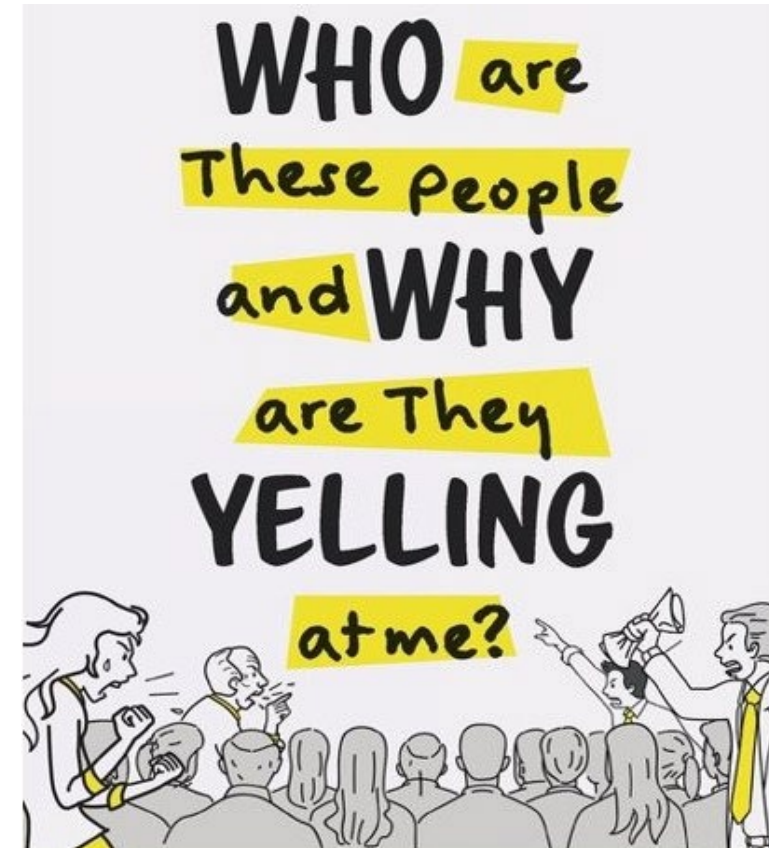
Utah Open & Public Meetings Act

Open to Public

All meetings of public bodies
are open to the public*

- Utah Code § 52-4-201

*Meetings may be closed in special circumstances



Utah Open & Public Meetings Act

Notice of Meetings



Provide “Class A Notice” at least 24 hours prior to the meeting

Must include:

- Date, Time, & Place
- Meeting Agenda

If regular meetings are held, yearly notice of all scheduled meetings must be posted.

Utah Open & Public Meetings Act

The screenshot shows the Utah.gov Public Notice Website interface. At the top, there is a navigation bar with 'Services' and 'Agencies' tabs, a search bar for 'Utah.gov', and a 'Support' link. Below this is a dark teal header with the Utah.gov logo and the text 'PUBLIC NOTICE WEBSITE DIVISION OF ARCHIVES AND RECORDS SERVICE'. The main content area features a breadcrumb trail: 'Department of Workforce Services / Community Development Block Grant (CDBG) Program / Community Development Block Grant (CDBG) Policy Committee Meeting'. The title of the page is 'Community Development Block Grant (CDBG) Policy Committee Meeting'. A teal button labeled 'SUBSCRIBE TO PUBLIC BODY' is positioned below the title. The 'General Information' section contains the following details: Government Type: State Agency; Entity: Department of Workforce Services; Entity Website: <https://jobs.utah.gov/>; Public Body: [Community Development Block Grant \(CDBG\) Program](#). The right sidebar includes a 'Public Notice Website' section with links for Home, Search, and Administrative Login; a 'Resources' section with links for About, Help, and Feedback; and a 'Definitions' section with two bullet points: 'Government Type' and 'Entity'. A vertical 'Give Feedback' button is located on the right edge of the page.

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utah.gov PUBLIC NOTICE WEBSITE
DIVISION OF ARCHIVES AND RECORDS SERVICE

Department of Workforce Services / Community Development Block Grant (CDBG) Program / Community Development Block Grant (CDBG) Policy Committee Meeting

Community Development Block Grant (CDBG) Policy Committee Meeting

[SUBSCRIBE TO PUBLIC BODY](#)

General Information

Government Type:
State Agency

Entity:
Department of Workforce Services

Entity Website:
<https://jobs.utah.gov/>

Public Body:
[Community Development Block Grant \(CDBG\) Program](#)

Public Notice Website

[Home](#)

[Search](#)

[Administrative Login](#)

Resources

[About](#)

[Help](#)

[Feedback](#)

Definitions

- Government Type:** A categorization of government entities, including state, county, municipality, special districts, and schools, among others. The designation of special district includes all local districts and special service districts. There are many different designations, and the term special district is only used as a common term.
- Entity:** All state agencies, political subdivisions (cities, counties, special districts), the legislature, judiciary, and public education or state-funded higher education

[Give Feedback](#)

Utah Open & Public Meetings Act

Agendas

Topics identified with
“reasonable specificity”

No final action unless matter is
included as an agenda item

“Non-agenda” items may be
discussed, but no final action
may be taken



Utah Open & Public Meetings Act

Emergency (Unscheduled) Meetings



Consider matters of an urgent nature

- “Best Notice Practicable” must be given
- Attempt to notify all members
- Majority of members must approve

Utah Open & Public Meetings Act

Closing Meetings

Closed to discuss:

- Character, competence, or health of an individual
- Collective bargaining
- **Pending litigation**
- Purchase, lease, or sale of a real property right
- Deployment of security
- Investigations of misconduct
- Evaluate bids in procurement process
- Protected trade secrets

Must be approved by 2/3 majority

- Reason for closure and vote entered in minutes



No Action may be taken in a closed meeting

Utah Open & Public Meetings Act

Recording Meetings

Recording and written minutes required

- Date, time, place, and names of members present
- Actions taken, and votes recorded
- Names of any persons commenting
- Substance of comments

Recordings must be complete and unedited

Closed meetings must be recorded

Minutes generally approved at next meeting

Site tours do not need to be recorded



Utah Open & Public Meetings Act

Electronic Meetings



Public Body may approve electronic meetings

An “Anchor Location” must be designated

Meeting is still recorded and minutes taken

Utah Open & Public Meetings Act

Enforcement



I had no idea that someone would be offended by the word “Welcome”

If Act is not followed properly:

- Actions taken may be voided
- Individuals may sue to compel compliance
- “Closed” meetings may be opened and records disclosed
- Attorneys fees may be awarded
- Class B Misdemeanor

Utah Open & Public Meetings Act

Conducting Meetings

Maintain order and control

- Follow Agenda, Stay Focused
- Allow comments
- Track motions and votes
- Explain procedure
- Disruptive behavior not tolerated
- “Be the Grownup”



Utah Open & Public Meetings Act

Questions?

The Great Seal of the State of Utah is faintly visible in the background. It features an eagle with wings spread, perched on a shield. The shield contains a plow and a sheaf of wheat. The text "THE GREAT SEAL OF THE STATE OF UTAH" is written around the perimeter of the seal, and the year "1896" is at the bottom.

**Thank
You**



CDBG POLICY COMMITTEE MEETING

September 20, 2023

**Location: DWS Admin South Bldg.
1385 South State St, Salt Lake City, UT 84115**

Electronic Meeting Link:

<https://meet.google.com/kud-cmhc-ydo?authuser=0>

10:00 AM - 1:00 PM

Draft Minutes

In Attendance:

Board Members:

Chairman Councilmember Kendall Crittenden – Wasatch County/Mountainland AOG
Vice-Chair Mayor Mark Allen – City of Washington Terrace/Wasatch Front Regional Council
Commissioner Scott Bartholomew – Sanpete County/Six County AOG
Commissioner Paul Cozzens – Iron County/Five County AOG (participated online)
Mayor Danny Van Wagoner – Castle Dale/Southeastern Utah ALG

New Board Members (not confirmed, not voting):

Mayor Larry Jacobson – Nibley City/Bear River AOG
Commissioner Matt Tippets – Dagget County/Uintah Basin AOG (participated online)

Association of Governments (AOG) Representatives:

Tamara Dockstader – Southeastern Utah ALG
Cory Christensen – Five County AOG
Shay Morrison – Six County AOG
Tyler Timmons – Six County AOG (online)
Debby Lauret – Mountainland AOG
Jessica DeLora – Mountainland AOG
Christy Dahlberg – Wasatch Front Regional Council
Brian Carver – Bear River AOG
Kevin Yack – Uintah Basin AOG

Housing and Community Development Division (HCD):

Jennifer Domenici – HCD Assistant Director
Zach Leavitt – CDBG Program Manager
Sarah Moore – CDBG Program Staff
Julie Tuimauga – CDBG Program Staff
Nicole Kerr – CDBG Program Staff
Rima Whited – HCD Administrative Staff

Other Attendees:

Robert Andreasen – DWS Legal Representative
Kelly Jorgensen – HUD Field Office Representative

10:03 A.M. Meeting Begins

Welcome and Introduction

Zach Leavitt was introduced by Chair Crittenden as the new HCD CDBG Program Manager. Chair Crittenden also welcomed new board members Mayor Larry Jacobson and Commissioner Matt Tippets. They need to be confirmed by the Governor, so they will not be voting today.

Acceptance of March 9, 2023 and June 5, 2023 Meeting Minutes. Motion of acceptance by Danny Van Wagoner, seconded by Scott Bartholomew. None opposed and none absent.

Motion Passes

Oath of Office and Conflict-of-Interest Certifications. Robert Andreasen reviewed the state regulations and discussed the Elected Officials' Oath of Office, required to be notarized, and the Conflict-of-Interest Certification. AOGs will complete the Conflict-of-Interest within the Regional Rating and Ranking Committees.

CDBG Method of Distribution (MOD). Discussion item presented by Kendall Crittenden and Jennifer Domenici, including the consideration of the opportunity to review and update the factors that feed into the MOD. CDBG Program Manager indicated that a review of the application of the factors could be done and report back to the Board in March.

Acceptance of Updated 2024 CDBG Application Policies & Procedures. Zach Leavitt presented a review of small programmatic verbiage changes. After discussion, including the Section 3 and Minority Business reporting that HCD manages supporting changes recommended by staff, which included:

- Chapter 4 Section 8 II. Applicant may participate in this program only once in a lifetime.
 - Staff Recommendation: Change this so it's not restricted to once in a lifetime.
- Suggested change to Take off item V. chapter 4 section 8 the maximum amount allowed on manufactured home is \$7,500.
 - Staff Recommendation: Increase amount to \$20,000

Motion to accept with indicated changes by Scott Bartholomew, seconded by Danny Van Wagoner. None opposed and none absent.

Motion Passes

AOG “How to Apply Workshop” Schedule Discussion. Policy Committee review of upcoming regional How to Apply Workshops for the 2024 CDBG application process.

Policy Committee Member Information/Terms Discussion. Informational only, reviewed members whose terms may be ending in the next year.

Review of CDBG Yearly Program Schedule. Informational only, reviewed the Program Annual Schedule which lists programmatic milestones of administration by the State Office of HCD.

Other Business.

Policy Committee Retreat will be combined with Policy Committee Meeting, now scheduled for March 14, 2024, hosted by Six County Association of Governments in Richfield. Retreat will include reviewing presentations on, or a tour of, CDBG projects completed in the area.

Next Meeting: March 14, 2024

Meeting adjourned 11:48 AM

Total after 400k base		\$3,504,508.92
% of State LMI Pop.	40%	\$1,401,803.57
Average Poverty Rate	35%	\$1,226,578.12
Pre 1980 Housing	15%	\$525,676.34
Pre Approved App.	10%	\$350,450.89
	100%	

Bear River	15%	8%	18%	6%	\$ 824,975
Five County	21%	15%	14%	23%	\$ 1,031,546
Mountainland	8%	7%	7%	11%	\$ 669,934
Six County	12%	17%	11%	35%	\$ 956,975
Southeastern	9%	23%	10%	17%	\$ 926,409
Uintah Basin	7%	17%	6%	3%	\$ 756,692
Wasatch Front	28%	12%	34%	5%	\$ 1,137,977
	100.00%	100.00%	100.00%	100.0%	\$6,304,509

		Bear River
% of LMI Population	\$	210,433
Avg Poverty Rate	\$	96,777
Pre-1980 Housing	\$	96,199
Pre-Approved Applicants	\$	21,566
Total	\$	424,975
Base	\$	400,000
		\$ 824,975

		Southeastern
% of LMI Population	\$	131,090
Avg Poverty Rate	\$	285,547
Pre-1980 Housing	\$	50,465
Pre-Approved Applicants	\$	59,307
Total	\$	526,409
Base	\$	400,000
		\$ 926,409

Contract #	Grantee	Re-Allocated \$
22-DWS-0081	Brigham City Corp B21	40,421.00
22-DWS-0052	Huntsville Town B21	426,869.00
23-DWS-0029	BRAG B22	79,275.43
23-DWS-0009	Bicknell Town B22	3,718.98
23-DWS-0003	City of Milford B22	15,000.00
23-DWS-0005	FCAOG B22	14,312.61
23-DWS-0011	Fountain Green B22	74,094.00
23-DWS-0015	SCAOG B22	882.82
23-DWS-0032	Smithfield City B22	74,113.49
23-DWS-0022	SEUALG B22	530.59
23-DWS-0042	Tooele County B22	62,000.00
23-DWS-0023	Town of Bluff B22	128,383.00
24-DWS-0049	Tooele County B23	149,908.00
Total		1,069,508.92

		Five County
% of LMI Population	\$	294,581
Avg Poverty Rate	\$	180,920
Pre-1980 Housing	\$	75,172
Pre-Approved Applicants	\$	80,873
Total	\$	631,546
Base	\$	400,000
		\$ 1,031,546

		Unintah Basin
% of LMI Population	\$	99,525
Avg Poverty Rate	\$	213,793
Pre-1980 Housing	\$	32,592
Pre-Approved Applicants	\$	10,783
Total	\$	356,692
Base	\$	400,000
		\$ 756,692

B-23 HUD	2023 Award	5,500,000.00
	- State Admin	\$ 265,000.00
	Total	\$5,235,000.00
	Net Allocation	\$5,235,000.00
	+Re-Allocated	\$1,069,508.92
Available Project Funds		\$6,304,508.92

		Mountainland
% of LMI Population	\$	112,777
Avg Poverty Rate	\$	85,247
Pre-1980 Housing	\$	34,169
Pre-Approved Applicants	\$	37,741
Total	\$	269,934
Base	\$	400,000
		\$ 669,934

		Wastach Front
% of LMI Population	\$	388,874
Avg Poverty Rate	\$	152,096
Pre-1980 Housing	\$	180,833
Pre-Approved Applicants	\$	16,175
Total	\$	737,977
Base	\$	400,000
		\$ 1,137,977

		Six County
% of LMI Population	\$	164,524
Avg Poverty Rate	\$	212,198
Pre-1980 Housing	\$	56,247
Pre-Approved Applicants	\$	124,006
Total	\$	556,975
Base	\$	400,000
		\$ 956,975



**BY-LAWS OF THE
COMMUNITY DEVELOPMENT BLOCK GRANT POLICY COMMITTEE**

ARTICLE I: PURPOSE

The members of the Community Development Block Grant (CDBG) Policy Committee, herein after referred to as the “Committee,” shall be elected public officials representing general units of local government. Their responsibility will be to set policy and guide the Small Cities Community Development Block Grant program for non-entitlement counties and communities in the State of Utah. The purpose of this Committee is:

- 1.1 To function as the official policy making entity for the entire Small Cities’ Community Development Block Grant (CDBG) program for the non-entitlement areas of the state.
- 1.2 To act as the public participation and promotional link which identifies public attitudes, desires, needs and priorities within the seven regions of the state, as well as to promote and publicize successes and issues of the program and incorporate them into the framework of the Community Development Block Grant program.
- 1.3 To assist in the preparation and adoption of the *Utah CDBG Application Policies and Procedures* manual, the *Utah CDBG Grantee Handbook* and other program guidelines, policy documents, etc.
- 1.4 To serve as a two-way communication and coordination link between the CDBG program and all levels of government as well as non-profit agencies, including the associations of governments, Regional Review Committees, individual cities, towns and counties and especially low and moderate income citizens.
- 1.5 To assist in educating and training all cities, towns, and counties, as well as non-profit agencies and low and moderate income persons themselves, how to more effectively utilize the CDBG program.

ARTICLE II: MEMBERSHIP AND REPRESENTATION

2.1 Policy Committee Responsibilities

The Policy Committee will consist of local government representatives to serve as a central steering body and act as a permanent forum for discussion, and give general advice and direction to the Housing & Community Development Division (HCD) in matters pertaining to the on-going management of the state-run CDBG program. The

members will also coordinate with and educate their respective associations of government boards and the regional review committee and other elected officials on pertinent CDBG related issues. The CDBG Policy Committee shall have the authority to appoint sub-committees as necessary for the purpose of undertaking various specialized assignments.

- 2.2 The seven multi-county planning regions as delineated by the Governor of the State of Utah shall be the basis for membership. The makeup of the Policy Committee will remain constant with composition of seven members. One member (elected official/ commissioner/ mayor) from each of the state's seven multi-county planning areas (Associations of Government). Each of the members must also be a member of the Regional Review Committee (RRC) from their region.
- 2.3 Appointment of Policy Committee
Membership appointments to the Policy Committee shall be made by the Governor upon receiving recommendations from each Association of Governments. Members shall be appointed to serve a 4 year term.
- 2.4 Terms of Appointment
If an appointed member leaves his/her elected office prior to the expiration of the appointed term, or desires to withdraw from the committee a successor will be selected by the respective Association of Government to serve a new 4 year term as provided for in Section 2.3

ARTICLE III: GENERAL RULES

- 3.1 Duties: Each member of the CDBG Policy Committee shall:
 - A. Research, coordinate with, and obtain input and direction from their AOG and RRC and other citizens, prior to Policy Committee meetings on agenda items scheduled to be heard in that meeting. Agendas are to be sent out at least 30 days prior to the meeting to give members ample opportunity to evaluate positions on items to be discussed. Members will coordinate and discuss with staff any items which are unclear prior to local meetings as required.
 - B. Coordinate with and obtain input regarding CDBG activities from local citizens through public hearings, scoping and town meetings, etc. Report to citizens on accomplishments, events, projects, schedules and issues related to the CDBG program using available media including the Utah Public Notice website, newspapers, radio, TV, etc., in order to promote and educate local citizenry about the CDBG program.
 - C. Meet periodically in compliance with Article 3, section 4 of these by-laws, and set

policy, guidelines, directions, etc., for the CDBG program in Utah. Discuss, modify and adopt all related manuals, rules, documents, guides, plans, etc. related to the Utah Small Cities CDBG program.

D. Report on, train and educate all members of each AOG and RRC on policy changes, decisions, directions, procedures, adopted documents, schedules, and all other actions taken by the CDBG Policy Committee at the next regularly scheduled AOG and/or RRC meeting following each “committee” meeting and at additional meetings as necessary.

3.2 Voting

Voting members of the Policy Committee shall be the Governor’s appointees as outlined in Article II (2.2). Each member shall have one vote in the Committee. A simple majority vote of the quorum of the Policy Committee is necessary to carry any motion. Any appointed member unable to attend, may send a designated elected official to represent him/her from his/her regional review committee as proxy with voting power at any meeting.

3.3 Quorum

A quorum of the Committee shall consist of four members from the overall membership of the Committee.

3.4 Officers

A chairman shall be elected by majority vote of the Committee. Elections shall take place every two years at the first meeting in each calendar year. A vice-chairman, who will serve in the chairman’s absence, shall also be elected at the same time. The Committee chairman, or in his absence, the vice-chairman, shall conduct and preside at all meetings. The chairman shall appoint sub-committees as required. The Housing & Community Development Division (HCD) will provide the staff support to the committee and to any sub-committees as directed.

3.5 Meeting Schedule

The Committee shall meet on an as-needed basis, upon call of the chairman who may be advised by the CDBG Program Manager. Meeting places may rotate as often as practicable as decided by the membership or chairman of the Committee.

3.6 Meeting Agenda

Items of business to be included in the meetings will be determined by the Chairman and the CDBG Program Manager. The agenda for each meeting shall be set in advance and provided to members 30 days before the meeting so that the Committee can make the necessary preparation for the meetings. Items may be introduced by members of the Committee for consideration at any future meeting, or, if appropriate, acted upon at the

time of presentation.

ARTICLE IV: DURATION AND AMENDMENTS

4.1 Duration

The duration of the CDBG Policy Committee shall be perpetual, except as provided by the termination provision for members in Article II. (2.4).

4.2 Amendments

These by-laws may be amended, repealed, or added to during regular or special meetings of the Committee, provided that written notice shall have been sent to each member stating the amendments or changes which are proposed to be made. Proposed amendments shall be considered to have passed if four of the voting membership of the Committee vote in the affirmative.

4.3 Termination

If any member of the Committee misses two (2) consecutive meetings and does not designate a substitute as provided in Article 3.1, a permanent replacement shall be requested by the Chairman to serve a new 4 year term.

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